



# **FY 2020**

# **Year-End Closing**

*Information and Instructions*



**September 29, 2020**

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# **FY 2020 Year-End Closing Instructions**

Most current documentation can be found at the following website (NOAA Finance Office Financial Reporting Division's website):

<http://www.corporateservices.noaa.gov/~finance/yearend.html>

Please contact **Karin Weeden** at **301-444-2189** for questions or additional information regarding the Year-End closing instructions.

Please contact **Scott Glenn** at **301-444-2778** for document specific questions.

# **FY 2020 Important Year-End Closing Dates**

## **Wednesday, July 29, 2020**

- Deadline for FSD Budget to Complete Project Code Rollover Process

## **Monday, August 3, 2020**

- GSA Telecommunications accrual files to LO/SO for review/update

## **Tuesday, August 4, 2020**

- Last day for award submissions to WFM for FY 2020 processing

## **Wednesday, August 12, 2020**

- LO/SO return reviewed/updated GSA Telecommunications accrual file

## **Friday, August 21, 2020**

- Last day to make purchase card purchases for expiring funds (2020, or 2019/2020, or 2018/2019//2020 funds)

## **Thursday, September 3, 2020**

- FRD distributes preliminary data for September CA O/U process to LO/SOs. Preliminary data will be distributed throughout the month of September

## **Friday, September 4, 2020**

- Last day to submit reimbursable packages and manual bill requests for (advance) reimbursable project codes
- GSA Rent accrual SLT posted in CBS

## **Tuesday, September 8, 2020**

- PP17 Labor Processing/Posting and Surcharges
- CWIP Reconciliations as of August 31, 2020 due to FO

## **Wednesday, September 9, 2020**

- PP18 Preliminary Estimate of Labor Processing and Surcharges –PP18 (100% of PP17)
- PP19 Final Year-End Estimate of Labor Processing and Surcharges – PP19 (130% of PP17)
- Last day to submit foreign disbursement documents to ensure disbursements in FY 2020

**Friday, September 11, 2020**

- Last day to submit reimbursable packages for (non-advance) reimbursable project codes
- First waiver process of overhead cost/upload SLT file

**Monday, September 14, 2020**

- Manual YE Labor Accrual Adjustments – see specific guidance on page 17
- Last day to submit PY recovery requests to AOD for FY2020
- FO will distribute a listing of projected accrual transactions for Recurring Payments (Utilities, Commercial Telephones) to the LO/SOs

**Tuesday, September 15, 2020**

- Last day to submit SLTs, DCLAs, and DLAs to NOAA BEX (5:00 pm EST)

**Wednesday, September 16, 2020**

- Last day to submit documentation to bill for any overpayment or audit disallowance

**Thursday, September 17, 2020**

- Last day for GSA Rent Accruals
- Last day for disbursement requests for bills, premiums, and outstanding loans (12:00 PM Deadline)
- Last day UPS charges will be downloaded in CBS. Any cost incurred after the 18<sup>th</sup> may be charged to FY2021

**Friday, September 18, 2020**

- Last day for checks for deposits to be received at Finance to ensure recording in CBS in FY2020
- SLT (complete packages) must be received in the Funds Management Branch (6:00 PM ET)
- DLCA (complete packages) must be received in the Funds Management Branch (6:00 PM ET)
- PCS Travel Authorizations received in the servicing FO
- Last day ASAP Authorizer can release ASAP Profile/Authorizations in CBS (noon)
- ASAP Authorizer suspends ASAP awards in ASAP.gov at COB
- Last day to process obligation/deobligation/close outs for awards in GOL
- EDA Grant Reservations cut off
- Last day for ASAP draws by Grantees
- All Document Level Adjustments (DLAs) are due to servicing Finance Office

**Monday, September 21, 2020**

- Reversal of September preliminary Month-end Estimate (PP18 EST) of Labor Processing and Surcharges
- PP18 Labor Processing and Surcharges
- LO/SOs will make appropriate adjustments to Recurring Payments (Utilities, Commercial Telephones) listing for items of \$100 or more and return the list to the servicing FO
- Last day to receive write-offs of uncollectable debts
- \*Special\* DW Refresh/Update

**Tuesday, September 22, 2020**

- Last day to submit obligating documents to Finance Office
- Last day to submit disbursement documents to ensure disbursements in FY2020

**Wednesday, September 23, 2020**

- SLT final approval cutoff at 12PM ET
- DLCA final approval cutoff at 12PM ET

**Thursday, September 24, 2020**

- CWIP Reconciliations as of September 17, 2020 due to FO
- GSA Rent SLT file (delta between August actuals and September actuals) posted in CBS

**Friday, September 25, 2020**

- September NOAA Corps and Surcharges
- Last day for FY 2020 C.SUITE transactions to interface with CBS (5:00 PM ET)

**Monday, September 28, 2020**

- Final Disbursements
- Final Surcharge Process
- FRD distributes preliminary data for final FY2020 CA Over/Under process to LOs and SOs

**Tuesday, September 29, 2020**

- **11 AM ET** – FSD-TSB turn off all TIBCO servers for C.Suite, GOL, mLINQs and E2 Interfaces for FY20 business after AGO verification.
- **5PM ET** – PY Recovery Funding GJs – Last day to submit requests for adjustments with transaction date of September 25, 2020 (\*no guarantees – adjustments will be based on materiality)
- Travel authorizations must be entered in E2 and interfaced into CFS to record undelivered orders for FY 2020 (must be interfaced by 10:00 AM)
- Last day GOL users can perform validations in GOL for FY2020
- 8:00 PM ET - CFS Access Restricted to limited FO staff; DW available
- **\*8:00PM ET\*** – Support, including contracts, purchase orders, etc., for all Manual YE Obligation Adjustments for Category B Over-Obligations from LOs to Budget Execution Office; if Finance Office-Financial Reporting Division (Teresa Siegrist) does not have

supporting documentation, manual YE adjustments will not be accepted (do not submit supporting documentation for adjustments to correct PPA over-obligation adjustments) – see specific guidance provided

- Final waiver process of overhead cost/upload SLT file

### **Wednesday, September 30, 2020**

- 6:00 AM ET- Final FY 2020 Cost Accumulation Over/Under Process (Part A and B post - Will **not** be reversed in FY 2021)
- 6:15 AM – Reimbursable WIP Process
- PM – YE Stage 1 Process
- \*Special\* DW Refresh/Update (Time refreshed/updated adjusted around YE activities)

### **TBD – September Activities**

- LOs and select SOs submit information requested in the year-end financial statement information requirements schedule (“year-end data call”)

### **Thursday, October 1, 2020**

- **6:00 AM ET (or earlier) – DW refreshed/updated with complete FY 2020 YE data**
- CFS Access Restricted; DW available
- Emergency C.SUITE On-Top Award requests due to BEX and FO for emergency awards on 9/25 – see specific guidance provided
- Normal DW Refresh/Update (normal DW Refreshes/Updates scheduled 10/2 and subsequent)
- FY 2020 Reimbursable Carryover Process for Budget Carryover Amounts
- FSD Stored Accounting Process will be executed to update the project code crosswalk table for the new FY AFTER completion of Reimbursable C/O Process. *(The schedule for individual applications will be communicated separately.)*
- Information due to Finance GLRB (Stuart Turner) for FY 20 activity not recorded through normal processes in CBS, so these transactions can be recorded via on-top adjustment. Items must have been previously communicated and approved by the NOAA Finance Director.
- NOAA BEX enter allotments.
- 6:00 PM - CFS Restricted Access Lifted – CFS and DW available to all CBS users

### **Friday, October 2, 2020**

#### **6:00 AM ET – CBS Open for FY 2021 Business**

- 1<sup>st</sup> FY 2021 Disbursement process completed
- DLCA restriction for PP19 from Oct 1 through Oct 28
- Grant recipients may begin drawing down funds for FY2021
- LOs and select SOs submit information requested in the year-end financial statement information requirements schedule (“year-end data call”) for items with a September 30, 2020 cut-off date (Include RSSI)

**Monday, October 05, 2020**

- CWIP Reconciliations as of September 30, 2020 due to FO

**Friday, October 09, 2020**

- Trial balance data, financial statement and footnote data, RSI, erroneous payments data due to DOC OFM

**Tuesday, October 13, 2020**

- DOC Review Checklist Part I due to DOC OFM

**Wednesday, October 14, 2020**

- Intra-governmental TDR and Intragovernmental Checklist Part I due to DOC OFM

**Monday, October 19, 2020**

- DOC Review Checklist Part II due to DOC OFM



**Thursday, October 22, 2020**

- CFS Access Restricted to process approved Manual YE Obligation adjustments (6:00 AM ET – 2:30 PM ET); DW available

**Friday, October 23, 2020**

- Fieldwork ends for audits of stand-alone and consolidated bureaus
- Consolidated IPA provides OFM with draft summary of material weaknesses, reportable conditions, and compliance matters

**Wednesday, October 28, 2020**

- Audit adjusted intra-governmental TDR and Intragovernmental Checklist Part II due to DOC OFM

**Friday, October 30, 2020**

- Treasury Report on Receivables (TROR) due to DOC OFM
- TROR due to Treasury
- Consolidated IPA issues draft IT audit report to OIG and OFM

**Monday, November 2, 2020**

- Consolidated IPA issues draft report to OIG and OFM
- Final 2021 Reimbursable Carryover Process - post and approve records

**Friday, November 6, 2020**

- DOC Review Checklist Part III signed by NOAA and BIS CFO due to DOC OFM

**Thursday, November 12, 2020**

- CFS Access Restricted to process approved Manual YE Obligation adjustments (6:00 AM ET – 2:30 PM ET); DW available
- Department's CFO submits to OMB and Congress Department's final Agency Financial Report

**Tuesday, December 1, 2020**

- Draft management representation letter due to DOC DCFO

**Tuesday, December 15, 2020**

- Final management representation letter due to DOC DCFO

**TBD – November Activities**

- Fieldwork ends for audits at the Department-level
- Final Close of CBS FY2020 GL Period

**45 days after Issuance of Final Audit Report**

- Draft corrective action plans due to DOC OFM

**60 days after Issuance of Final Audit Report**

- DOC submits to OIG Department's final corrective action plans

## **FY 2020 Year-End CBS System “ACCESS” Dates**

### **Tuesday, September 29, 2020 @ 8 PM ET**

- Access to CBS restricted (Group 1)
  - *Note – Group 1 access will be limited to those processing YE closing activities in CBS Production Environment*

### **Wednesday, September 30, 2020**

- Over Under process Part A and B
- Reimbursable WIP process
- Sept GL Preliminary Closing Activities (includes Stage 1)
- PM – DW Refresh begins w/ complete YE data
- PM – Access to CBS restricted (Group 2)

### **Thursday, October 1, 2020**

- DW available w/ complete YE data
- Access to CBS restricted (Disbursements/Reimbursable Carry Over) – RESTRICTED ACCESS METHOD
- CFS Restricted Access Lifted – CFS and DW available to all CBS users (6:00 PM ET)

### **Friday, October 2, 2020**

- Open for FY 2021 Business (6:00 AM ET)

### **Wednesday, October 21, 2020 (6:00 AM ET – 2:30 PM ET)**

- Access to CBS restricted (Group 3) – Reopening September for NOAA’s Approved Manual On-Top Adjustments (Stage 1 adjustments) – RESTRICTED ACCESS METHOD

# FY 2020 Year-End Closing Instructions

These instructions are for closing the accounting records for the Fiscal Year (FY) ending September 30, 2020. The FY 2020 final reports will reflect all accepted accounting entries made through **September 30**.

To ensure the FY 2020 final reports accurately reflect the status of your organization, accounting documents and adjustment requests must reach your servicing finance office by the dates indicated in these instructions. All accounting documents and adjustment requests received in your servicing finance office after the dates indicated in these instructions must be sent through your respective Line/Staff CFO Office for pre-approval.

**It is the responsibility of the LOs/SOs to review reports frequently** to ensure all documents that you have sent to your servicing finance office have been recorded accurately in the Commerce Business System (CBS).

If you send a document to your servicing finance office and do not see the transaction on your reports within a reasonable time frame, contact the appropriate servicing finance office or employee who is responsible for the document as indicated on the following website:

[ACCOUNTING OPERATIONS DIVISION](#)

# IMPORTANT DATES

## Undelivered Orders

Undelivered orders are obligations for goods/services that have been ordered but have not been received. Obligor documents must be sent to the servicing finance office as soon as they are completed.

Obligor documents for undelivered orders must be received by your servicing finance office by **September 18**. Your servicing finance office will not be able to enter **new** obligations or **modifications** to obligations previously interfaced. Those must be processed through C- Suite. Please allow ample time to ensure funding availability.

EDA Grant Reservations cut off **September 18**.

## Disbursements

Disbursement documents (invoices, vouchers, etc.) should be submitted as soon as they are received.

To ensure that a disbursement occurs in FY 2020, disbursement documents must be received in your servicing finance office by **September 18**. If a disbursement document is received after **September 18**, it will be processed for payment in FY 2021.

If an emergency payment is required after **September 18**, it must be processed by the Accounting Operations Division. To qualify as an emergency payment, it must require immediate action to avoid (1) a shutdown of a NOAA mission; (2) an adverse political reaction; or (3) discontinuance of a service (i.e., utilities, telephone, etc.). All emergency payments must be certified by the Line/Staff Office Chief Financial Officers.

For questions related to emergency payments and/or copies of the Emergency Certification Form please contact **Troy Cole** at **301-444-2790**.

## Collections

Check for deposits must be received by **September 18** to ensure they are recorded in CBS in FY 2020.

Checks received in your servicing finance office after **September 18** will be deposited, but may not be recorded in CBS until FY 2021.

### **Adjustments**

DLAs for transactions must be submitted to your servicing finance office by **September 18**. Anything after **September 18** must be approved by the Commercial Payments Branch Chief in the Eastern Operations Branch or by the Western Operations Branch Chief.

DLAs should be sent to the DLA Submission e-mail box ([DLASubmissions@noaa.gov](mailto:DLASubmissions@noaa.gov) or [WOBDLASubmissions@noaa.gov](mailto:WOBDLASubmissions@noaa.gov)). All adjustments made should be in compliance with the DLA Business rules at this link:

### **[DLA Business Rules](#)**

### **Accruals**

Accruals for all obligated documents will no longer be done at a document level. Do not submit accruals for individual obligated documents.

Recur “no match” phone bills and utilities will be accrued and those files will be provided for review as done in the past. See ***Recurring Payments (Utilities, Commercial Telephones)***.

## **SPECIAL YEAR END INSTRUCTIONS**

### **UPS and FedEx**

Accruals will not be accepted for UPS and FedEx charges. Invoices will be downloaded and processed at least through **September 18**. Costs incurred after September 18 will be charged to FY 2021.

### **GSA Telecommunication Charges**

The Finance Office will create accruals using the June invoice for July, August, and September. The Telecommunications Division will distribute for review a telecommunications accrual file for the same months to the LOs/SOs. Questions concerning the file should be directed to Shirley Kick on (301) 628-5760 or mail to: [shirley.a.kick@noaa.gov](mailto:shirley.a.kick@noaa.gov)

LOs/SOs offices will return the file with material corrections/adjustments that exceed \$100 to the Telecommunications Division and to the Eastern Operations Branch. The Eastern Operations Branch will make updates based on the corrections/adjustments submitted by the line offices.

### **Interagency Agreements (IAGPO)**

Accruals will not be accepted for Interagency Agreements.

### **Leases**

Accruals for leases should be reviewed to ensure the accruals plus prior disbursements reflect the expected annual cost by **September 17**.

For existing accounts, CBS will automatically project accruals through September 30th. New leases are not included in this projection. Submit accruals for new leases to your servicing finance office.

### **Local Travel and Employee Reimbursements**

Accruals will not be accepted for local travel vouchers and miscellaneous employee reimbursements. Miscellaneous employee reimbursements must be received in the Finance Office by **September 17** to ensure payment in FY 2020. If these are received after **September 17**, they will be paid in FY 2021.

### **Motor Pool**

It will not be necessary to send accruals to the Eastern Operations Branch. The last billing that is received and paid by **September 16** will be used to establish accruals. There is a very short time to process the August billing; therefore it is imperative that you forward any GSA Miscellaneous Billing Form 2559 directly to Eastern Operations Branch as soon as you receive it.

Because all accruals must have a vehicle tag number as a reference, please notify Eastern Operations Branch of the tag number and the accounting information if your office acquires a GSA vehicle that does not appear on the July billing.

### **Payroll**

In early September, two payroll accruals based on Pay Period 17 will be established in CBS to reflect estimated payroll expenses through September 30. These accruals will provide Line/Staff Offices with an idea of remaining funds available for obligation or possible carryover. The estimates will be reversed and replaced with actual expenses as follows:

Pay Period 18 is scheduled to be processed on September 21, 2020.

Pay Period 19 will be processed in October 2020.

### **Purchase Card and Convenience Checks**

With the implementation of the Citibank SmartPay 3 (SP3) on May 4, 2019, the monthly files provided by Citibank cover from the 4th of each month to the 3rd of the next month. However, unlike our previous purchase card program Citibank will **NOT** be providing the supplemental year-end information of all purchase card transactions occurring from September 4th through September 30th. Thus, all purchase card transactions from September 4-30, 2020 will **NOT** be recorded in CBS during fiscal year 2020.

To help ensure that funds expiring on September 30, 2020 are fully utilized, purchase card holders should ensure that all purchases made with fiscal year 2020, or 2019/2020, or 2018/2019/2020 funds are made by **Friday, August 21, 2020**. This should allow sufficient time for transactions to be included in the September 3, 2020 monthly Citibank statement and flow through the purchase card interface to CBS before September 30, 2020.

*It is recommended to avoid using purchase cards after the **Friday, August 21, 2020** cutoff.* However, purchases after August 21, 2020 **should only be made with funds that do not expire on September 30, 2020.**

### **Recurring Payments (Utilities, Commercial Telephones)**

FO-FSD generates a listing of projected accruals through September 30 and sends to the servicing Finance Offices. The servicing Finance Offices will distribute a listing of projected accrual transactions to the LOs/SOs by **September 14**. LOs/SOs will review the list to ensure the accruals plus prior disbursements reflect the expected annual cost.

LOs/SOs will make appropriate adjustments for items over \$100 and return the list to the servicing Finance Offices by **September 21**.

### **Permanent Change of Station (PCS)**

PCS orders issued in FY 2020 must be obligated using FY 2020 funds.

To obligate a PCS order, submit a CD-29, CD-150 Travel Authorization and the Estimated Relocation Expense Worksheet to the Western Operations Branch by **September 18**. Indicate on the travel authorization "PCS OBLIGATION".

### **Travel Vouchers - Temporary Duty (TDY)**

Local and TDY travel vouchers must be completed and approved in E2 by **September 25**, to ensure reimbursements are made in FY 2020. Vouchers received on or after **September 26** will be paid during the first disbursement of FY 2021. Any CD-370s must be submitted by **September 14 to pay using FY20 funds**. Procedures for submitting routing and non-routing travel vouchers remain the same.



**Receivables:** Receivables Branch Fax #: 301-413-6999

**Civil Monetary Penalties**

Submit a list of all cases that have legally enforceable debt but have not been transferred to the Receivables Branch for collection by **September 18**. This list should include the case number, dollar amount, Project number, and reason why the case was not forwarded.

**Reimbursable Project Fund Codes “06” and “96”  
(Advance)**

Reimbursable packages and requests for manual bills for FY2020 must be submitted to the Reimbursable Branch by **Friday, September 4**.

**Reimbursable Project Fund Code “07” and “97” (Non-Advance)**

Reimbursable packages for FY2020 must be submitted to the Reimbursable Branch by **Friday, September 11**.

**Bills for Appropriation Refunds or Miscellaneous Purposes**

Submit documentation to bill for any overpayment or audit disallowance by **September 17**. This documentation should include the name, address, taxpayer identification number, dollar amount owed, award number (if applicable), CBS ACCS, and all background information to justify sending the bill.

Depending on location, please fax documentation to:

EASTERN OPERATIONS BRANCH - FAX number 301-413-6999

WESTERN OPERATIONS BRANCH - FAX number 206-526-6672

**Bills for Premiums and Outstanding Loans**

Disbursement requests must be received by COB, **September 17**. Vendor Profiles and Pay Proceed letters must be received by COB, September 15.

**Write-offs of Uncollectible Debt**

Write-offs of uncollectible debt must be received by **September 18**. We need to know if the debt is being written off because of bankruptcy (if bankruptcy, submit a copy of the bankruptcy notice), and if the forgiveness of debt should be reported to the Internal Revenue Service.

# **FY 2020 Manual YE Labor Accrual Adjustments PRE-Close Guidelines**

## **PURPOSE:**

To ensure obligations are recorded properly in the correct fiscal year for specific labor activity that is not reported in time from NFC to be included in the proper fiscal year.

## **REQUIRED DOCUMENTATION, DUE DATES and SYSTEM ENTRY:**

- LO/FMC should email a PDF memo and required supporting documentation (no faxed documents, please) to Financial Reporting Division (FRD), Attention: Karin Weeden, Subject: “FY 2020 Manual YE Labor Accrual Adjustment Request”; all requests must be approved by and submitted by the LO Budget Headquarters Office staff, requesting the adjustment.
  - PDF files emailed to Karin Weeden at [Karin.Weeden@noaa.gov](mailto:Karin.Weeden@noaa.gov)
  - This adjustment request process is the same as the PY Recovery GJ Fix Request process
- Due Date – Memos must be received in FRD by COB on Monday, September 14, 2020
  - Late submissions may not be accepted/processed
- Entered into CBS prior to Wednesday, September 16, 2020 (included in YE surcharge process)
- Posted as a “temporary” (reversing) General Journal entry to September GL period (FCFY 2020) and a reversal entry in the October GL period (FCFY 2021); funding automatically applied to the funds balance table for the ACCS of the adjustment and should offset the actual transaction cost charged
- LOs will be notified of all accepted requests when entered and approved in CBS

## **ADJUSTMENTS ACCEPTED FOR:**

- Adjustments requested prior to YE close; separate from the manual YE on-top obligation adjustments (on-top adjustments for over-obligations, etc.)
  - Outside of SLTs and DLCAs – this is a manual process, by GJ
- Labor adjustments within Object Class range 11xx thru 12xx (Adjustment requests for surcharge object classes 1160 and 1210 will not be accepted)
- Manual YE labor adjustments to adjust YE accrual process or YE accruals for specific items not included in the YE accrual:
  - Accrue OT or Adjust OT – support/justification required
  - Accrue Lump Sum Leave Payments – support/justification (i.e., SF-52 w/ retirement date, etc.) required for employees who will retire have left Federal Government prior to Sept 30
  - Other adjustments will be considered on a case-by-case basis

## **REQUIRED INFORMATION:**

- Manual YE labor adjustments to adjust YE accrual process or YE accruals for specific items not included in the YE accrual:
  - Support/justification required
  - Full ACCS required (FCFY, FC, Project/Task, Organization 1-7, Object Class 1-4)
- All adjustments must include a current funds balance report (Quick Report QR009 – BE Funds Balance Report) from CBS stating funds availability; if any adjustments are requested for reimbursable projects, funds availability must be proven at the project code level

## **NOTE:**

□ Please ensure submissions are complete and accurate – incomplete submissions may prevent the request from being processed. Depending on the demand for these adjustments and other YE activities, LOs may or may not be notified of incomplete requests.

**RESTRICTIONS:**

- No correction of PPA-level or over-obligation adjustments will be accepted in this process
- Adjustments will be accepted for amounts in Reimbursable funds
- Adjustments will be accepted for amounts in the Internal Fund (CBS Fund Code 02); Restriction – only for projects within program codes 09-01-XX-XX
  - Reason for allowing the adjustments (where they are restricted for on-top manual YE obligation adjustments) – all obligations in these funds will be included in the YE surcharge and over/under processes and redistributed to operating projects.
- No adjustments will be accepted for overhead (77xx) or surcharge (1160 and 1210) object classes

**DOLLAR THRESHOLD FOR ALL ADJUSTMENTS:**

- Adjustments can be made at the Category B level and/or the PPA level
- All adjustments, at the individual transaction level, regardless of the level being requested, must exceed **\$10,000** for each line item/adjustment

**ADJUSTMENT APPROVALS:**

- All requests must have LO CFO Office Approval
- FRD will accept adjustment requests from the LO Headquarters Office only, with a signed memo and appropriate justification included

**DISCLAIMER:**

Requests will be processed on a first come first serve basis, providing the submission is complete, with all required supporting documentation – acceptance is not noted until a complete submission is received. Not all requests can be guaranteed. Larger adjustments (materiality) will be prioritized and processed first.

# FY 2020 Manual YE On-Top Obligation adjustments POST-Close Guidelines

## **ADJUSTMENTS ACCEPTED FOR:**

- Corrections of over-obligation of funds at the appropriation level – No PPA adjustments unless adjustment crosses Fund Codes – and/or Category B level, regardless of dollar amount
- Corrections of erroneous obligations (i.e., double obligations, etc.), if the adjustments meet appropriate dollar thresholds (see below)
- Obligations not posted in CBS, if the adjustments meet appropriate dollar threshold (see below) – only if appropriate supporting documentation (contract documentation, etc.) is received by the cutoff (see above)
  - Includes Emergency C.SUITE On-Top awards

## **DUE DATES, SYSTEM ENTRY and NOTIFICATION:**

- **From LOs to Donna Rivelli** [donna.rivelli@noaa.gov](mailto:donna.rivelli@noaa.gov) **NOAA Budget Execution Office** and **Teresa Siegrist** [teresa.siegrist@noaa.gov](mailto:teresa.siegrist@noaa.gov) **NOAA Finance** by **1:00 PM ET** on Friday, October 2, 2020
  - Copies of all manual on-top obligation adjustment requests and all supporting documentation (contract documents, etc.) must also be forwarded to Teresa Siegrist (301-444-2139) on [teresa.siegrist@noaa.gov](mailto:teresa.siegrist@noaa.gov) or faxed to 301-444-3406.
  - Late submissions will not be accepted, nor processed.
- All LOs will be notified of adjustments that have not been accepted.

## **RESTRICTIONS:**

- No adjustments will be accepted for:
  - Anything within the Internal Fund (CBS Fund Code 02.)
    - Reason for this restriction – all obligations in this fund would need to be redistributed to operating projects, which cannot occur in the timeframes allowed by the accelerated Treasury reporting dates.
  - Labor or overhead object classes (11xx thru 12xx).
  - Overhead (77xx) object classes, unless the adjustment zeros out within the object classes and fund code.

## **DOLLAR THRESHOLD FOR ALL ADJUSTMENTS:**

- Amounts for **individual transactions** must be **over \$100,000**
  - Exception – Corrections for obligations at the appropriation level and/or Category B level

## **ADJUSTMENT APPROVALS:**

- All requests must have Line Office (LO) CFO Approval
- FRD will only accept adjustment submissions from the NOAA Budget Execution Office. All LO/SOs must submit adjustments and supporting documentation to NOAA Budget Execution Office by **1:00 PM ET cutoff**.

**NOTE: ALL adjustment requests must be submitted to and approved by the NOAA Budget Execution Office (contact Donna Rivelli on 240-533-9035) from the appropriate Line/Staff Office impacted.)**

## **EMERGENCY C.SUITE ON-TOP AWARD REQUESTS:**

- Qualification - Emergency action required to avoid one of the following:
  - Shutdown of a NOAA mission
  - Discontinuance of a service (i.e., utilities, telephone, etc.)
  - An adverse impact to NOAA, as determined by the Line Office CFO or Staff Office Director
- Process for Emergency Awards:
  - Paper-based
  - If funding is available, prepare a paper CD-435 *NOTE: C.Requests will not pass to CBS as FY 2020 transaction; close-out in CBS.*
  - Prepare/Issue award in C.Award
- Adjustment submissions will only be accepted from Line/Staff Headquarters Office; AGO staff must communicate with Line/Staff Headquarters Office
- The same restrictions as the Manual YE On-Tops apply to Emergency C.SUITE On-Top Awards
  - See 'RESTRICTIONS' above
- All emergency on-top requests must have Line Office CFO or Staff Office Director approval
- **LO/SO Headquarters Office** submits adjustment request to Donna Rivelli [donna.rivelli@noaa.gov](mailto:donna.rivelli@noaa.gov) from the NOAA Budget Execution Office, Teresa Siegrist [teresa.siegrist@noaa.gov](mailto:teresa.siegrist@noaa.gov) from the NOAA Finance Office, on the same day as the award is processed
- Copies of all emergency obligation adjustment requests and all supporting documentation (CD-435, obligating/award document, etc.) must also be forwarded to Teresa Siegrist [teresa.siegrist@noaa.gov](mailto:teresa.siegrist@noaa.gov)
- C.SUITE obligations will not interface to CBS for FY 2020 when September GL period is re-opened (will come through in FY 2021)
- Finance will record FY 2020 obligation in CBS a “temporary” (reversing) General Journal entry to September GL period and a reversal entry in the October GL period
- LOs will be notified of all accepted requests when entered and approved in CBS
- In FY 2020, LO/SO **must** follow-up/communicate with AGO to ensure obligation gets processed and passed to CBS

# CBS Help Desk Hours

## September 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30	31	1	2	3	4	5
6	7 <b>Labor Day</b>	8 CBS HELP DESK 7AM-6PM CSuite HELP DESK 7AM-6PM	9 CBS HELP DESK 7AM-6PM CSuite HELP DESK 7AM-6PM	10 CBS HELP DESK 7AM-6PM CSuite HELP DESK 7AM-6PM	11 CBS HELP DESK 7AM-6PM CSuite HELP DESK 7AM-6PM	12 CBS HELP DESK 9AM-12Noon (On Call)
13	14 CBS HELP DESK 7AM-6PM CSuite HELP DESK 7AM-6PM	15 CBS HELP DESK 7AM-6PM CSuite HELP DESK 7AM-6PM	16 CBS HELP DESK 7AM-6PM CSuite HELP DESK 7AM-6PM	17 CBS HELP DESK 7AM-6PM CSuite HELP DESK 7AM-6PM	18 CBS HELP DESK 7AM-6PM CSuite HELP DESK 7AM-6PM	19 CBS HELP DESK 9AM-12Noon (On Call)
20	21 CBS HELP DESK 7AM-6PM CSuite HELP DESK 7AM-8PM	22 CBS HELP DESK 7AM-6PM CSuite HELP DESK 7AM-8PM	23 CBS HELP DESK 7AM-6PM CSuite HELP DESK 7AM-8PM	24 CBS HELP DESK 7AM-6PM CSuite HELP DESK 7AM-10 PM	25 CBS HELP DESK 7AM-6PM Suite HELP DESK 7AM-5PM	26 CBS HELP DESK 9AM-12Noon (On Call)
27 CBS HELP DESK 9AM-12 Noon (On Call)	28 CBS HELP DESK 7AM-6PM	29 CBS HELP DESK 7AM-6PM	30 CBS RESTRICTED MODE	1 CBS RESTRICTED MODE	2 CBS Open for 2021 Business	3

## List of Acronyms used in this document

ACCS	Accounting Classification Code Structure
AFF	Asset Forfeiture Funds
AGO	Acquisitions and Grants Office
ASAP	Automated Standard Application for Payment
BEX	Budget Execution Division
BIS	Bureau of Industry and Security
CA O/U	Cost Accumulation Over/Under
CBS	Commerce Business System
CFO	Chief Financial Officer
CFS	Core Financial System
COB	Close of Business
C.SUITE	Comprizon.Suite (C.Request and C.Award)
CWIP	Construction Work-in-Process
DLA	Document Level Adjustment
DLCA	Detailed Labor Cost Adjustment
DOC OFM	Department of Commerce – Office of Finance and Management
DW	Data Warehouse
EDA	Economic Development Administration
EST	Estimate
ET	Eastern Time
FC	Fund Code
FCFY	Fund Code Fiscal Year
FO	Finance Office
FO-FPCD	Finance Office – Financial Policy and Compliance Division
FO-FSD	Finance Office – Financial Systems Division
FRD	Financial Reporting Division
FY	Fiscal Year
GJ	General Journal
GL	General Ledger
GOL	Grants Online
GSA	General Services Administration
GTA	Government Travel Account Interface
I & G	Inspections and Grading
LO/SO	Line Office/Staff Office
NOAA	National Oceanic and Atmospheric Administration
OIG	Office of Inspector General
OT	Over Time
PCS	Permanent Change of Station
PP	Pay Period
PPA	Program, Project, and Activity

PY	Prior Year
RSI	Required Supplemental Information
RSSI	Required Supplementary Stewardship Information
SAF	Subject to Availability of Funds
SLT	Summary Level Transfer
TDR	Treasury Deposit Receipts
TDY	Temporary Duty
TROR	Treasury Report on Receivables
UPS	United Postal Service
WFM	Work Force Management
WIP	Work In Process
YE	Year End



## Summary of Changes:

<b>Date</b>	<b>Change Description</b>	<b>Page Numbers</b>
6/12/2020	Change Friday, September 25, 2020 to Tuesday, September 29, 2020.	6
6/17/2020	Change contact from Maria Eisel 301-444-2197 to Scott Glenn 301-444-2778	3
6/17/2020	Move Thursday, September 10, 2020 FO will distribute a listing of projected accrual transactions for Recurring Payments Utilities, Commercial Telephones) to the LO/SOs to Monday, September 14, 2020	5
6/17/2020	Move LO/SOs will make appropriate adjustments to Recurring Payments (Utilities, Commercial Telephones) listing for items of \$100 or more and return the list to the servicing FO from Thursday, September 17, 2020 to Monday, September 21, 2020	5
6/17/2020	Move Last day to receive write-offs of uncollectable debts from Friday, September 18, 2020 to Monday, September 21, 2020	5
6/17/2020	Move: Last day to submit obligating documents to Finance Office and Last day to submit disbursement documents to ensure disbursements in FY2020 from Friday, September 18, 2020 to Tuesday, September 22, 2020	5
6/17/2020	Move Final Disbursements from Thursday, September 24, 2020 to Monday, September 28, 2020	6
6/17/2020	Recurring Payments: Change September 10 to September 14	15
6/17/2020	Recurring Payments: Change September 17 to September 21	15

7/01/2020	<p>Wednesday, September 2, 2020:</p> <ul style="list-style-type: none"> <li>-Move to Wednesday, September 2, 2020 to Wednesday, September 9, 2020</li> <li>-Remove PP17 Preliminary Estimate of Labor Processing and Surcharges –PP17 (100% of PP16)</li> <li>-Change PP18 (100% of PP16) to (100% of PP17)</li> <li>-Change PP19 (110% of PP16) to (130% of PP17)</li> </ul>	4
7/01/2020	Friday, September 4, 2020 change GSA Rent accrual SLT from entered to posted in CBS	4
7/01/2020	Tuesday, September 8, 2020 change PP17 Labor Processing and Surcharges to PP17 Labor Processing/Posting and Surcharges	4
7/01/2020	Wednesday, September 9, 2020 remove Reversal of September preliminary Month end Estimate (PP17 EST) of Labor Processing and Surcharges	4
7/01/2020	<p>Friday, September 18, 2020:</p> <ul style="list-style-type: none"> <li>-Change DLCA must be received to DLCA (complete packages) must be received</li> <li>-Change pm to PM</li> </ul>	5
07/01/2020	<p>Wednesday, September 23, 2020</p> <ul style="list-style-type: none"> <li>-Move September NOAA Corps and Surcharges to Friday, September 25, 2020</li> <li>-Change pm to PM for SLT and DLCA</li> </ul>	6
07/01/2020	<p>Thursday, September 24, 2020:</p> <ul style="list-style-type: none"> <li>-Move Final Surcharge Process to Monday, September 28, 2020</li> <li>-Move FRD distributes preliminary data for final FY2020 CA Over/Under process to LOs and SOs to Monday, September 28, 2020</li> </ul>	6
07/01/2020	<p>Payroll:</p> <ul style="list-style-type: none"> <li>-Change three payroll accruals to two payroll accruals</li> <li>-Change Pay Period 16 to 17</li> <li>-Remove Pay Period 17 is scheduled to be processed on September 7, 2020</li> </ul>	15
7/22/2020	Changed (2020, 2018/2020 or 2017/2018/2020) to 2020, or 2019/2020, or 2018/2019//2020 funds)	4
8/18/2020	Added Clientservices calendar	22
8/18/2020	Changed POC for YE document.	3
8/26/2020	<p>Sep 17: UPS/FEDEX</p> <ul style="list-style-type: none"> <li>-Any cost incurred after the <b>18th</b> may be charged to FY2021.</li> </ul>	5

8/26/2020	<ul style="list-style-type: none"> <li>Last day for FY 2020 C.SUITE transactions to interface with CBS (5:00 PM ET) Date changed from 9/18/20 to 9/25/20.</li> </ul>	5-6
8/27/2020	Updated Clientservices calendar, additional C.Suite coverage.	22
9/24/2020	Added to 9/29: <b>11 AM ET</b> – FSD-TSB turn off all TIBCO servers for C.Suite, GOL, mLINQs and E2 Interfaces for FY20 business after AGO verification.	6
9/28/2020	Added to 10/1: YE On-top adjustments due 10/1.	7
9/28/2020	POC changed to Teresa Siegrist.	20-21
9/29/2020	Added to 10/1 NOAA BEX enter allotments	7